2000 Civil Engineer Unit Education & Training Manager Workshop

CAREER FIELD EDUCATION & TRAINING PLANS (CFETPs)

SMSgt Randall Skinner
HQAFCESA/CEOT

HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support to maximize Air Force Civil Engineer Capabilities in base and contingency operations

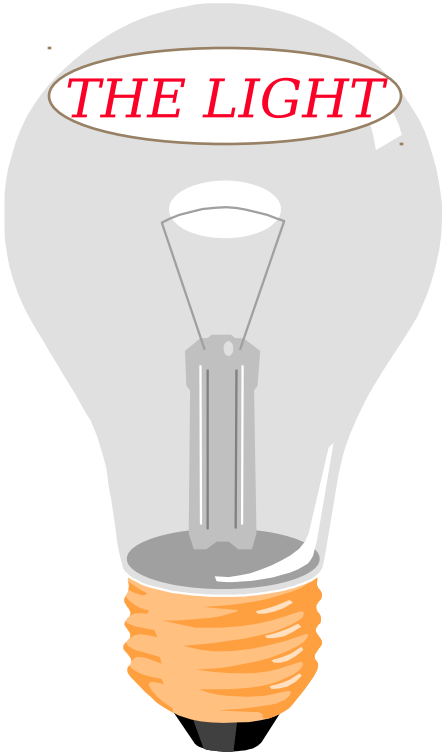
CFETP

INTRODUCTION

Our Career Field Education & Training Plans have seen many changes over the years. The basic question is: "Are CE trainees better informed today about their goals than in previous years?"

CFETP

OVERVIEW



- Distribution
- Officer / Civilian CFETPs
- Changes / Additions
- Usage
- Storage
- Transcribing Procedures
- Group Concerns, Questions, & Suggestions

CFETP
Distribution

- Distribution via the Web:
  - AF Training message
  - AFPC web site - AF Training
  - Check the AFCESA home-page
    - Parts I & II are now one document
- Officer & Civilian CFETPs
  - Optional
  - Available on the AFCESA Web

CFETP

Changes and Additions

- Changes in documentation
  - Interim Message Change (1 Feb 99) includes 22 Oct 97 unofficial change
  - AFCESA maintains errata file for all changes
  - Send all changes to AFCESA via the web
- AFCESA has approval authority
- 366 TRS is administrator IAW AFI 36-2201

CFETP

Usage

- **Read part I !!**
- Properly document part II
  - Trainer, trainee, certifier initials
  - Post all changes to CFETP

Storage

- Access at the lowest level
- In Supervisor's control (cont. next slide)

CFETP

Storage (cont.)

- Accessible to the UETM
- Remember, out of sight out of mind…. (not good)

Transcribing procedures

- See www.afpc.randolph.af.mil under 9689 AIG Messages for Message 98-57 (181322Z Dec 98)
- Core / Critical tasks
  - Evaluate and verify

(cont. next slide)

Transcribing procedures (cont.)

- Re-certify
  - Annotate current completion date and trainee and certifiers initials

- Non-Core / Non-Critical tasks
  - Evaluate and verify
  - Re-certify
    - Annotate current completion date and trainee and Trainer initials.

NOTE: Certifier initials not required for non-critical task

CFETP

Non-Duty position tasks

- Carry over previous completion date
- No Initials
- When task becomes duty position, recertify using standard procedures

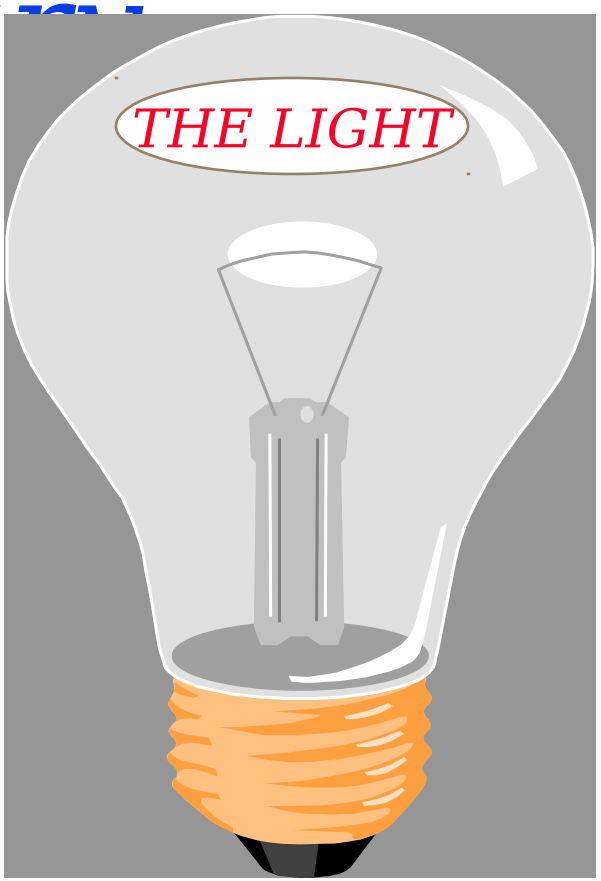
Completion of transcription process

- Old CFETP no longer the official document
- Give old CFETP to trainee to maintain

CFETP

Summary

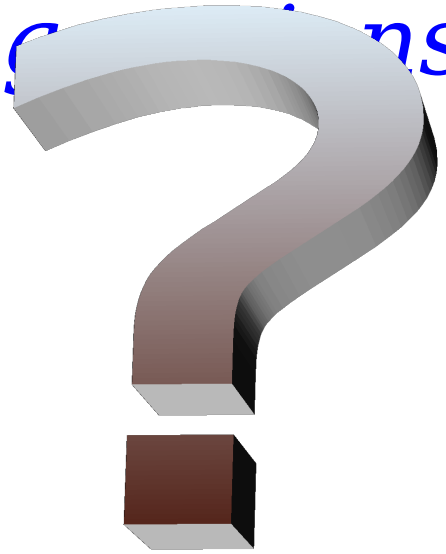
- Distribution
- Officer / Civilian CFETPs
- Changes/Additions
- Usage
- Storage
- Transcribing Procedures



IS IT CRYSAL CLEAR ?

CFETP

Concerns, Questions, & Suggestions



QUESTIONS